

## **INSTRUCTIONS FOR THE TEMPORARY CANNABIS EVENT LICENSE APPLICATION**

**Temporary Cannabis Event Organizer:** A temporary cannabis event license shall only be issued to a person who holds a cannabis event organizer license issued by the Bureau.

### **SECTION A- APPLICANT/BUSINESS INFORMATION**

The cannabis event organizer must list their business name as shown on the Bureau license record and must provide their cannabis event organizer license number issued by the Bureau.

#### **Business Contact Information**

If an individual, the first and last name of the applicant must be provided. If the applicant is a business entity, then the full legal business name is required. The applicant business name must be identical to the name listed on the business-formation documents submitted to the Bureau. The applicant must provide the physical address of the premises, and the mailing address if it is different. The applicant must also provide the business website address, email address, and telephone number.

#### **Social Security Number/Individual Taxpayer Identification Number/Federal Employer Identification Number**

Each applicant must provide a valid United States Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN), or a Federal Employer Identification Number (FEIN), before an application can be approved.

### **SECTION B- PRIMARY CONTACT PERSON**

The primary contact is the individual who is designated as the person the licensing entities can contact for information regarding the business. The applicant must provide the primary contact's name, title, telephone number, and email address.

### **SECTION C - EVENT INFORMATION**

The applicant must provide the name of the event, the location of the event, and the dates of the event. The event must take place at a county fair or district agricultural association location. No cannabis temporary event license will be issued for more than 4 days. Temporary cannabis event licenses will not be issued separately for consecutive days for the same event.

### **SECTION D - REQUIRED ATTACHMENTS/DOCUMENTS**

#### **Temporary Cannabis Event Diagram**

Applicants are required to provide a diagram of the physical layout of the event, which must clearly identify the items below:

- Where the cannabis event will be taking place on the grounds of the event's location.
- All cannabis consumption areas.
- All areas where cannabis goods will be sold.
- The specific location of each cannabis licensee who will be participating in the event.

#### **Local Jurisdiction Approval**

A written approval from the local jurisdiction authorizing the applicant to engage in onsite cannabis sales to, and onsite consumption by, persons 21 of age or older at the event.

#### **List of Licensees**

A list of all licensees that will be providing onsite sales of cannabis goods at the event. (See Attachment)

### **Additional Information**

#### **Incomplete Application**

If the application is incomplete, a notification will be sent to all owners listed on the application with details regarding the information still needed to process the application. Notification of incomplete information on an Owner Submittal will only be sent to the specific owner.

#### **Withdraw of Application**

If the applicant wishes to withdraw the submitted application, a written withdrawal request, including the date and signature of at least one owner must be submitted.